

SECRET

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Support Services Staff, DDS
THRU : Chief, Records Administration Branch
FROM : Chief, Records Management Staff, OC
DATE: 2 December 1968
RMS-M-68-096

SUBJECT: Records Control Schedule

1. Attached is the Office of Communications, Divisions Records Control Schedule. At present there are five separate Records Control Schedules, one for each Division. These have been consolidated into the attached Records Control Schedule, which is applicable to the five Divisions in the Office of Communications.

2. It is suggested that a new Schedule number be assigned to this Schedule, and upon approval, the following Schedule numbers be cancelled: 50-65/10, 50-67/14, 50-64/11, 50-64/12, and 50-64/13.

3. Your prompt approval of this Schedule would be appreciated.

Attachment:

Records Control Schedule (3 cys)

Distribution:

Orig & 1 - Addressee w/att. (3 cys)

APPROVED

CIA Records Administration Officer

7 Jan 1969
Date

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification